



Supervisor's Guide for Injury Reporting





Table of Contents

Topics

Page

■ Emergency Injury Reporting	3-4
■ Non-Emergency Injury Reporting	5
■ Employee Seeks Treatment	6-8
■ Employee Injury/Illness File	9-10
■ Employee on Temporary Total Disability	11
■ Employee Released to Full Duties	12
■ Employee Released to Modified or Alternate Work	13-16
■ Required Forms	17



Emergency Injury Reported



Call 911

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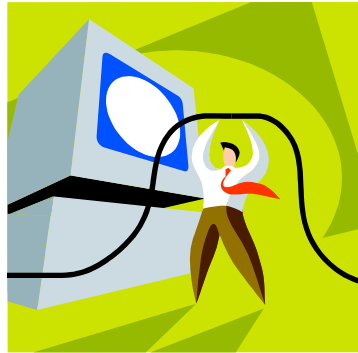
Emergency Injury Reported

Once the situation is stable, you should:

1. Complete the Job Description form and send to the Return-to-Work (RTW) Coordinator.
2. Fill out the First Alert form, DWC1 Claim Form, and the Employer's Report (5020) and submit to the RTW Coordinator within 24 hours.



Non-Emergency Injury Reported



If Employee Declines Treatment:

1. Employee must complete the Employee's Statement Declining Treatment form.
2. A copy of the form must be sent to the RTW Coordinator or Personnel.



Employee Seeks Treatment

Review the Employee's Guide for Injury Reporting with the employee.

Complete the Injury Reporting forms with the employee. The packet must contain the four forms below:

- The completed Treatment Referral Slip
- The completed Treating Physician's letter (for physical injuries only)
- A copy of the blank Patient Status Report

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Employee Seeks Treatment

- Also, a copy of the completed Job Description should be included in the Medical Provider Packet.

Send the four documents with the employee to the Initial Treatment Center.

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Employee Seeks Treatment

- Ask the employee if they pre-designated a treating physician, if not, send them to the Medical Provider Network (MPN) Initial Treatment Center (ITC). A list of those centers can be obtained on the County's MPN website at:
<http://ceo.lacounty.gov/mpn>
- Fill out the First Alert form, DWC1 Claim Form, and Employer's Report (5020) form and fax a copy to the RTW Coordinator within 24 hours.
- Call the 1-800 number and report the injury.
(In some departments, the RTW Coordinator calls in the injury.)



Employee Injury/Illness File

It is important that an injury/illness file be maintained on employees. The injury/illness file should contain the following:

- A copy of the Claim Form (DWC Form 1)
- A copy of the Employer's Report (5020)
- Employee's Report of Accident
- Supervisor Weekly Telephone Log Sheet
- Copy of the Job Description

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Employee Injury/Illness File

- Patient Status Reports
- Work Hardening Agreements
- Any other documentation that you may receive on this injury



Employee on Temporary Total Disability

- Fax a copy of the Patient Status Report to the RTW Office/Personnel.
- Make sure that the time card is coded appropriately.
- Call the employee for status.

The employee should be called on a weekly basis to determine their status, follow-up on their recovery, and answer any questions they may have regarding the process.



Employee Released to Full Duties

- Return the employee to work.
- Communicate with the employee to make sure they are able to continue working their Usual and Customary (U & C) duties.
- Notify the RTW Coordinator of problems or concerns.
- Close the employee injury/illness file in 45 days from the date of injury if the employee continues to work their U & C job.



Employee Released to Modified or Alternate Work

- Review the work restrictions to make sure they are compatible with the duties listed in the job description.
- If the work restrictions are compatible, return the employee to work.
- If modification of the job duties is required, make the necessary modifications.
- Communicate those temporary modifications and time limits to the employee.
- If modification of the job is done, a Work Hardening Transitional Assignment Agreement (WHTAA) must be completed with the employee.

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Employee Released to Modified or Alternate Work

- Fax the WHTAA to the RTW Coordinator.
- Retain a copy of the WHTAA in the employee's injury/illness file.
- If modification of the job is not possible, explore available job tasks within your work unit.
- If you are able to provide alternate work, a WHTAA must be completed with the employee.

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Employee Released to Modified or Alternate Work

- If no alternate or modified job is readily available, contact the RTW Coordinator for assistance with other job placement opportunities within the department.
- Catalog a follow-up date with your RTW Coordinator.
- Complete the WHTAA with the employee on their first day back to work.
- Fax the WHTAA to the RTW Coordinator.

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Employee Released to Modified or Alternate Work

- If there is no work assignment for the employee, the supervisor should continue to call the employee weekly (**Reminder:** log all phone calls on the Telephone Log).
- If there is a problem reaching the employee at home, the RTW Coordinator should be advised.
- If you suspect any behavior or receive any information regarding fraudulent activities or abuse, you must report that information to the RTW Coordinator.



Required Forms for Reporting an Industrial Injury

- Receipt of Employee Packet
- Employee's Statement Declining Medical Treatment
- First Alert Form
- DWC 1 Claim Form
- Employer's Report (5020) Form
- Job Description Form
- Treating Physician's Letter
- Treatment Referral Slip
- Work Hardening Transitional Assignment Agreement
- Weekly Call Verification Sheet
- To locate more forms see:
<http://ceo.lacounty.gov/mpn>